Air Emissions Inventory (EI) - Reporting Facility Information

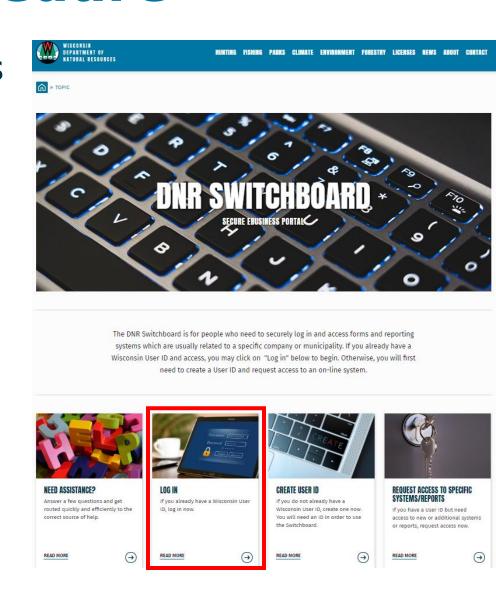
July 2021

Requirements

- For both air emissions inventory (EI) and Under-Thresholds-Notifications (UTN):
 - ✓ Review and report facility data; AND
 - ✓ Complete the Environmental Management System (EMS) questionnaire
- A Web Access Management System (WAMS) ID and air emissions inventory submittal role are required to review and report contact data. See Credentials and Access presentation for directions on how to acquire these.

Procedure

1. After the Web Access Management System (WAMS) account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking *LOG* IN on the DNR **SWITCHBOARD** webpage and log in.



2. On the Switchboard homepage, click *My* Facilities & Roles link in the upper right.



Switchboard

Home

My Facilities & Roles

Request Access

Profile

Logout

Welcome Grant,

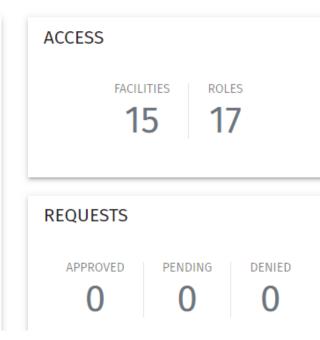
Click the My Facilities & Roles link to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities.

Click the Request Access link to add additional reports to the facilities you are assigned to, or to add new facilities to your list.

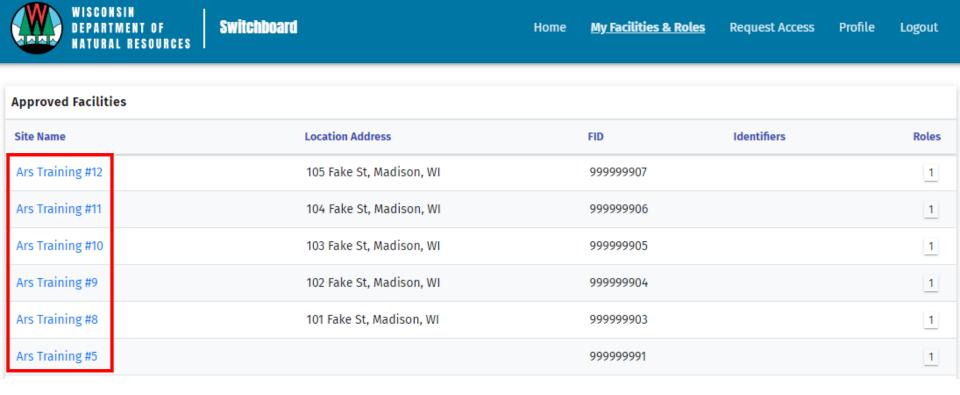
Click the Profile link to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

Switchboard Resources

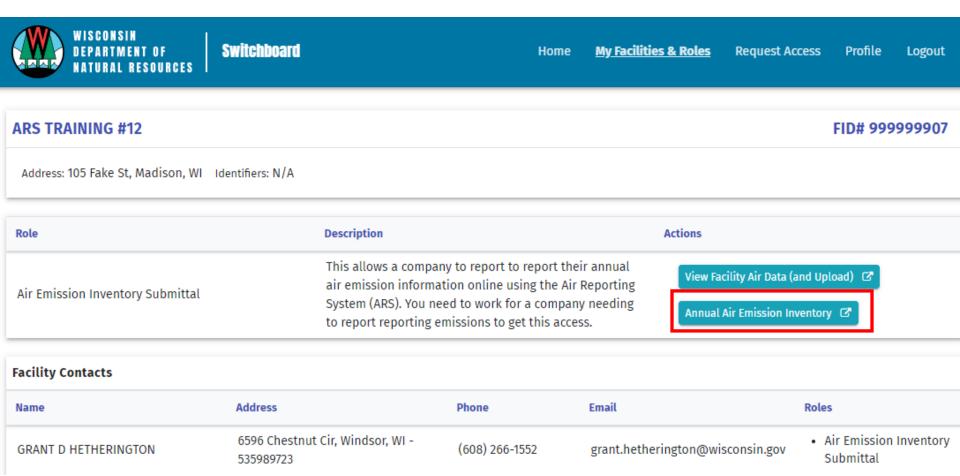
- Help
- Terms & Conditions (pdf)



3. Click the correct facility link.



4. Click Annual Air Emission Inventory to open the Air Reporting System (ARS).



5. On the ARS home page, click *Update Facility Info*.

FID: 55555550 Air Emissions Reporting FID: 555555

Facility - 555555550 : AIR Test FACILITY #1 DNR Contact : Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

Back to Switchboard

Annual Reporting Home Update Facility Info Update Contacts Update Device/Process Final Check/Submit Data Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)

<u>Air Reporting System (ARS) Home for the 2020 Air</u> <u>Emissions Inventory (EI)</u>

Air Emissions Inventory (EI) Reporting Calendar

- · March 1, 2021 Els or Under-Thresholds-Notifications (UTNs) are due.
- · April 1, 2021 Facilities notified through email that Els or UTNs are overdue.
- By May 31 2021 environmental fee statements are emailed to facilities or mailed if no email address is available.
- June 30, 2021 Environmental fees payments and certifications are due.

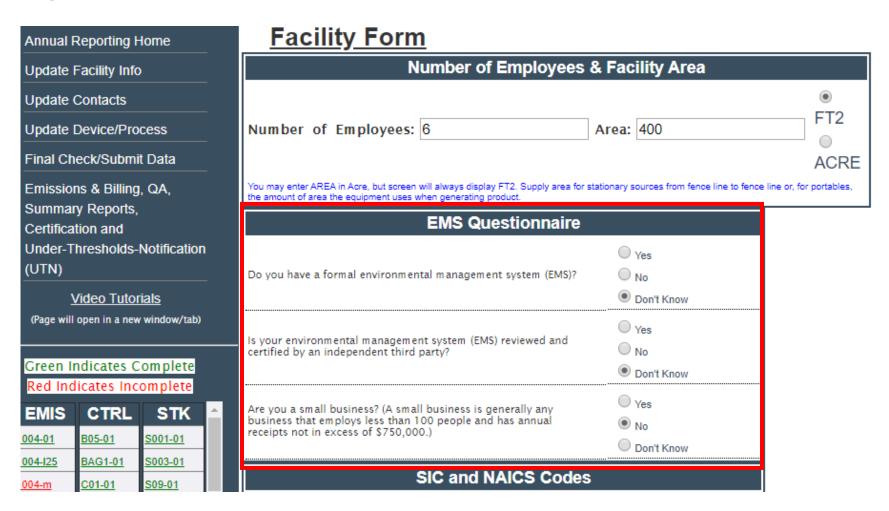
El Reporting Basic Steps

- Review, revise and save the facility info including completion the Environmental Management System (EMS)
 questionnaire.
- Doulow contacts info. If changes are peeded, only people proviously associated with the facility can be assigned.

6. On the Facility Form page, review and update (if needed) the number of employees and the facility area.

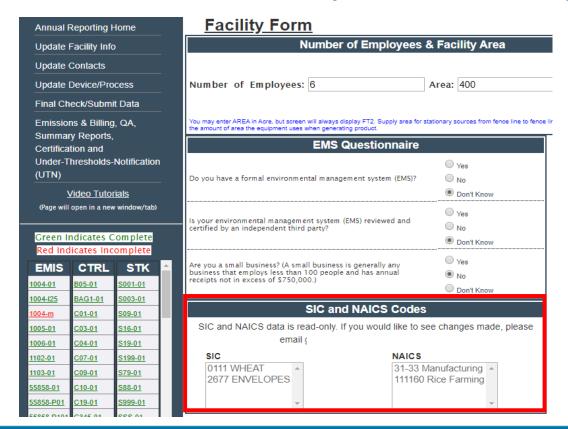
Annual Reporting Home	<u>Facility Form</u>		
Update Facility Info	Number of Employees & Facility Area		
Update Contacts			•
Update Device/Process	Number of Employees: 6	Area: 400	FT2
Final Check/Submit Data			ACRE
Emissions & Billing, QA,	the amount of area the equipment uses when generating product.		line or, for portables,
Summary Reports, Certification and	EMS Questionnaire		
Under-Thresholds-Notification (UTN)	Do you have a formal environmental management system (EMS)?	O Yes	
<u>Video Tutorials</u>		Don't Know	
(Page will open in a new window/tab) Green Indicates Complete Red Indicates Incomplete	Is your environmental management system (EMS) reviewed and certified by an independent third party?	○ Yes ○ No ● Don't Know	
EMIS CTRL STK 004-01 B05-01 S001-01	Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)	Yes No Don't Know	
004-125 BAG1-01 S003-01 004-m C01-01 S09-01	SIC and NAICS Codes		

7. On the Facility Form page, complete the EMS questionnaire.

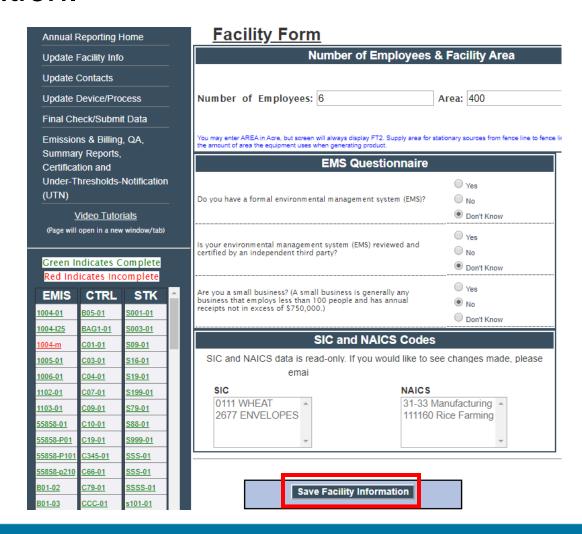


8. On the Facility Form page, review the North American Industrial Classification System (NAICS) code and email any updates to

DNRAMEmissionsInventory@wisconsin.gov.



9. On the Facility Form page, click Save Facility Information.



For EI and Air Reporting **Switchboard Help**

Contact the facility-assigned compliance engineer. On the DNR's website, find the compliance engineer's contact information by using the AIR PERMIT SEARCH tool to locate the facility and select the DNR Air Contacts tab.

Facility Contacts | DNR Air Contacts | Permits and Permit Applications

Emission Inventory Reports

Industrial Monitoring Data

- OR -
- **Email:** DNRAMEmissionsInventory@wisconsin.gov